

U.S. Embassy Kabul
Human Resources Office
VACANCY ANNOUNCEMENT: : AUTO BODY REPAIRER AND REFINISHER (FSN-4)
Announcement Number: 13-216

OPEN TO: All Interested Candidates (Women are encouraged to apply)

POSITION: Auto Body Repairer and Refinisher (FSN-4)

OPENING DATE: November 25, 2013

CLOSING DATE: December 8, 2013

WORK HOURS: Full-time, 48 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kabul is seeking an individual for the position of Auto Body Repairer and Refinisher with General Services Office (GSO).

BASIC FUNCTION OF POSITION:

The incumbent focuses on vehicle body work - repairing the surfaces, contours, and paint of damaged vehicles. Once a damaged vehicle is brought to the maintenance shop, the incumbent examines it to determine repairs needed; removes and replaces parts to gain access and complete repairs; prepares vehicle surfaces for damage repair; uses body filler, glazing compounds, and primers to prepare surfaces for painting; files, grinds, and sand repaired surfaces for painting; applies refinishing products in the correct sequence for proper adhesion and durability; refinishes repaired surfaces; paints surfaces after performing body repairs; inspects painted surfaces for quality and color match.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of secondary (High) school and a certificate in auto body repair and refinishing is required.

Experience: Three years of maintenance work focused on body work and paint is required.

Language: level II (limited knowledge) Speaking/Reading English and Level IV (fluent) Dari is required.

Knowledge: The incumbent must have knowledge of equipment and supplies geared toward vehicle body maintenance and vehicle paint; knowledge of body filler, glazing compounds, and primers to prepare surfaces for painting file grind, and sand repaired surfaces for painting; apply refinishing products in the correct sequence for proper adhesion and durability; refinish repaired surfaces; must be able to color match, priming, mixing paint and top coats for vehicles; paint surfaces after performing body repairs and inspect painted surfaces for quality and color match.

Abilities and Skills: The incumbent must be able to focus on vehicle body work - repairing the surfaces, contours, and paint of the vehicle rather than the operational systems. In doing so, the position will: examine damaged vehicles to determine repairs needed; remove and replace parts to gain access and complete repairs; prepare vehicle surfaces for damage repair; and able to lift 30 pounds. Driver's license is required.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may also send a current resume or curriculum vitae in addition to the Form DS-174, but in all cases, **the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy.** The DS-174 form is available on the U.S. Embassy website <http://kabul.usembassy.gov>
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION TO

Applications must be submitted through e-mail to this address: **kabuljobs@state.gov**
Subject line must be: (Auto Body Repairer and Refinisher VA 13-216) or your application will not be considered.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

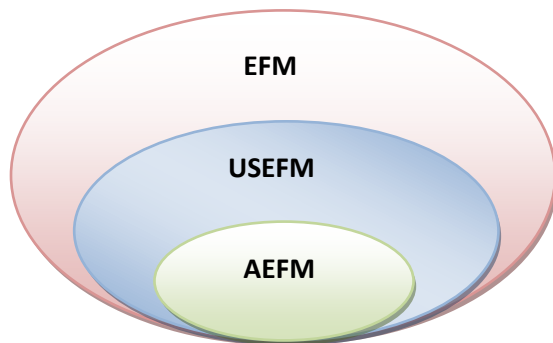
CLOSING DATE FOR THIS POSITION: (December 8, 2013)

The U.S. Mission in Kabul provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation,

marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

A. Position Title

B. Position Grade

C. Vacancy Announcement Number (if known)

D. Dates Available for Work

E. First, Middle, & Last Names as well as any other names used

F. Current Address, Day, Evening, and Cell phone numbers

G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)

H. U.S. Social Security Number and/or Identification Number

I. Eligibility to work in the country (Yes or No)

J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)

K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. Reference

